

MILPERSMAN 1306-124

TOUR EXTENSIONS AND SPLIT TOURS

Responsible Office	NAVPERSCOM (PERS-40)	Phone :	DSN	882-3510
			COM	(901) 874-3510
			FAX	882-2647
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone :	Toll Free	1-866-U ASK NPC

1. **Voluntary Tour Extensions.** Members desiring to extend their current tour of duty should initiate a NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40). The request should be submitted between 9 to 12 months prior to the member's projected rotation date (PRD) and be recommended by the member's commanding officer (CO).

a. To be eligible for consideration of tour extension under the provisions of this article, personnel must

(1) not be in receipt of permanent change of station (PCS) orders.

(2) have CO's recommendation.

b. Requests from personnel serving on types 3, 4, and 6 duty must contain a statement concerning suitability for continued overseas service per MILPERSMAN 1300-300. **The suitability determination shall include family member considerations if on an accompanied tour.**

2. **Voluntary Tour Extension Approval Criteria.** Extensions will normally be granted in 12-month increments on a case basis, considering fleet/sea/shore balances for each rating. After approval of an extension by NAVPERSCOM (PERS-40), the extension will not normally be canceled unless an exceptional hardship exists.

a. Extensions of less than 12 months in length may be approved in special circumstances (e.g., to complete deployment, etc.).

b. Request for extension in current command (type 2, 3, or 4 duty) will normally be approved so long as such extension does

not result in manning in excess of billets authorized in the command's manpower authorization for the member's rating.

c. Request for extension in current command (type 1 and 6) is normally not solicited nor approved, except in times of PCS constraints.

d. Non-career designated personnel must incur sufficient obligated service (OBLISERV) requirements to complete tours as extended.

e. If extension on board is not feasible due to manning in excess, member will be offered the option of transferring to another sea duty command in the same homeport/area.

f. If another command in the same homeport/area is not available, member may extend for assignment to a command in another homeport/area with the following stipulations:

(1) A minimum of 2 years OBLISERV will be required.

(2) Where en route training in excess of 4 weeks is necessary, a minimum of 2 years OBLISERV plus training time will be required.

g. To avoid the inequity that could result from an individual serving for an extended period in a preferred assignment, extensions will always be considered on a case basis.

h. Requests to extend overseas are covered in MILPERSMAN 1300-310 and 1306-300.

i. Personnel shall submit NAVPERS 1306/7 via the chain of command to request sea tour extensions.

j. Personnel submitting a NAVPERS 1306/7 request to adjust PRD to expiration of active obligated service (EAOS) with the intent to separate will have their enlisted master file record flagged.

(1) Depending on active duty time remaining, the request may be disapproved and needs of the Navy orders issued.

(2) If a request to match PRD to EAOS is received with no stated reason, it will be considered intention to separate.

3. Involuntary Tour Extensions

a. During periods of PCS funding constraints, NAVPERSCOM may be required to extend personnel involuntarily on tours in the same unit or homeport/area.

b. Maximum Department of Defense (DoD) area tour for accompanied by family member/all others will not be exceeded, except as provided per MILPERSMAN 1300-308.

4. Split Tour. **Split tours** are defined as PCS assignment between two activities in the same geographic location.

a. **Same geographic location** is defined as any PCS move for which the total expected cost, including member's travel and transportation entitlements, does not exceed \$1,000.00.

b. Any PCS move that exceeds the \$1,000.00 becomes a cost move and is considered as an assignment outside of the geographic location.

c. Except as indicated below, members may request split tour reassignments effective at any time after they have served 24 months at the same activity, and provided at least 24 months remain on their current sea or shore tour, or continental United States (CONUS) or outside continental United States (OCONUS) tour.

(1) Members whose sea or shore, CONUS or OCONUS, tour is less than 49 months may request a split tour after 24 months, if they agree to serve 24 months (regardless of prescribed sea tour/normal sea tour) at the second assignment and have sufficient obligated service to complete the 24 months.

(2) Split tour assignments will be made at no cost to the government.

5. Split Tour Eligibility Requirements

a. The following requirements must be met prior to submission of request for a split tour:

(1) Overall evaluation of no lower than 3.0 for the past 24 months.

(2) No mark below 3.0 in the past 24 months.

(3) Have a clear record, no nonjudicial punishment (NJP) during the previous 24 months.

(4) Recommended for advancement and retention.

b. Favorable consideration of the above request is contingent upon

- manning level at present command,
- availability of billet requested within the geographic location of present duty station,
- training and/or travel costs involved, and
- recommendation by the CO.

c. Eligible personnel should submit requests on NAVPERS 1306/7.

d. An approved request will be effected 5 to 7 months after receipt of request in order to program a relief.

e. Split tour assignment is contingent upon

(1) member's prior execution of NAVPERS 1070/613 (7-06), Administrative Remarks entry acknowledging the conditions of the assignment; and

(2) executing NAVPERS 1070/621 (1/00), Agreement to Extend Enlistment to acquire sufficient OBLISERV, if required, prior to transfer.